



**HUMAN RESOURCES
& DEVELOPMENT**
TULARE COUNTY

Probation Officer I

Class Code:
036010

Bargaining Unit: Probation

COUNTY OF TULARE
Revision Date: Jul 25, 2000

SALARY RANGE

\$16.11 - \$19.63 Hourly
\$1,288.81 - \$1,570.69 Biweekly
\$2,792.42 - \$3,403.17 Monthly
\$33,509.00 - \$40,838.00 Annually

DEFINITION:

To investigate adult and juvenile cases referred by the courts; to handle a case load of adult or juvenile probationers; to assist in the supervision and care of juvenile court wards; and to assist in department program units such as work furlough, community schools, juvenile institutions, and home supervision.

DISTINGUISHING CHARACTERISTICS

This is the entry level class in the Probation Officer series. Incumbents of positions allocated to this class normally work under close supervision performing a group of closely related duties according to established procedures. Changes in procedures or exceptions to rules are explained in detail as they arise. Probation Officer I's are normally considered to be in a training status, and, as assigned responsibility and breadth of knowledge increases with experience, are expected to be promoted to the next higher class of Probation Officer II within one year.

SUPERVISION RECEIVED AND EXERCISED

Immediate supervision is provided by a Supervising Probation Officer. Indirect functional or technical supervision may be provided by a Probation Officer III.

TYPICAL DUTIES:

DUTIES may include, but are not necessarily limited to: Investigate, report and make recommendations on cases referred to the Probation Department by the courts; review the personal history, family environment, social and economic conditions; determine the cause of the individuals behavior and establish a basis for recommending treatment; gather client information through interviews and correspondence with families, victims, employers, neighbors, associates and personnel of other agencies; conduct interviews with clients and administer psychological, vocational and social tests; analyze information and develop treatment plans for rehabilitation of clients; determine eligibility for work furlough; perform vocational, job, peer group, family and marital counseling; supervise client's progress toward accomplishment of goals of treatment plan and conformance to conditions of probation; make decisions pertaining to release of clients on own recognizance, revocations, extensions, successful terminations or reinstatements of probation; keep records of statistical data related to cases; document all aspects of clients attitude, institutional behavior, and compliance with probation terms; establish and collect restitution payments; search clients, their automobiles and residences, for evidence of suspected violations of laws or probation; arrest and/or detain probationers who have committed violations; administer drug and alcohol tests to determine use/abuse; receive and book inmates at detention facilities, and assist detention staff with corrections functions; may, upon request, assist Police/Sheriff Departments in emergencies; may be called as a witness.

Perform related duties as assigned. (Essential duties may vary from position to position within this classification. Reasonable accommodation will be made when requested and determined by the County to be appropriate under applicable law.)

EMPLOYMENT STANDARDS:

NECESSARY EMPLOYMENT STANDARDS

Knowledge of: Counseling theories and techniques appropriate to probation work; interviewing methods and techniques; social theory and different cultural value systems; U.S. Monetary system and family budgeting.

Skill/Ability to: Establish and maintain effective working relationships with staff members, general public and other agencies; communicate with people from various socioeconomic and educational backgrounds; present and substantiate facts in verbal and written reports; read and understand technical/professional written and verbal information; apply interviewing techniques.

EDUCATION AND EXPERIENCE

Any combination of education and experience that could likely provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the knowledge, skills, and abilities would be:

Education: Equivalent to graduation from an accredited college or university, preferably with major coursework in one of the behavioral or social sciences.

Experience: Relevant work experience may be substituted for education on a year for year basis.

DESIRABLE EMPLOYMENT STANDARDS

Knowledge of: Search, seizure and detention methods; provisions of Penal code, Welfare and Institutions Code and other applicable laws and code sections; case law and court procedures; Tulare County Probation Department rules and regulations; available community resources and nature of their services to meet needs of clients in rehabilitation programs; symptoms, effects and proper tests of drug and alcohol use/abuse; juvenile detention facility operations and procedures.

Skill/Ability to: Conduct investigations, gather and evaluate evidence, formulate recommendations; maintain a variety of records pertaining to probation work.

LICENSE OR CERTIFICATE

Possession of, or ability to obtain, an appropriate, valid California driver's license.